

Charter
USGS Business Leaders Team

This charter establishes basic operating procedures of the USGS Business Leaders Team.

I. Purpose.

The Business Leaders Team (BLT) is a standing committee of the USGS under the authority of the Chief, Office of Administrative Policy and Services (APS). The primary purpose of the BLT is to provide input to the Chief, APS on administrative policy issues; and provide leadership and guidance in implementing administrative policy decisions and business practices within their organizational units.

II. Roles and Responsibilities

The BLT is responsible for the following:

- Identifying and prioritizing administrative issues and challenges that require the attention of, and action by, the Chief and Deputy Chiefs of APS.
- Providing background information and participating in discussions involving administrative and organizational policy decisions by management.
- Anticipating and assessing the impact of policy decisions on constituents.
- Recommending business solutions to business problems.
- Aligning administrative operations with policy decisions on common business practices.
- Developing strategic and communications plans for implementation of policies and business practices within organizational units of responsibility.
- Monitoring and measuring progress and accomplishments through standardized metrics.
- Attending monthly teleconferences on Wednesday of the third full week of each month.
- Meeting face-to-face at least twice a year (one meeting in Reston, one meeting at a field location) to review the status of administrative and business policies; resolve undecided issues; re-evaluate priorities; and vote (if necessary) on candidates for membership.
- Maintaining and distributing meeting minutes through Executive Secretary.

III. Membership

Members of the BLT include the Chief and Deputy Chiefs of APS; Chiefs of the Offices of Regional Services (ORS); Regional Management Officers (RMOs); Senior Management Advisors (SMAs); Chief of the Office of Fiscal Services; and Chief of Human Resources. The Chief, APS serves as the team chairperson. Membership is permanent, based on position within the organization.

IV. Operating Guidelines

1. The chairperson sets the agenda for each meeting with input from team members.
2. Consensus is sought on operational and content issues addressed by the team, but final decisions are made by the chairperson. Decisions are communicated to and discussed with team members.
3. The use of alternates when a member cannot attend a scheduled meeting is not allowed. A person officially designated as “acting” for some period of time for a BLT member is considered a member, not an alternate.
4. The BLT charter will be reviewed by the team on a yearly basis.

Approved:

Carol F. Aten
Chief, Office of Administrative Policy and Services

Date